Introduction

The University of Cincinnati is committed to providing safe and comfortable environments for our students, employees and guests. That commitment is reflected in the following information, to be used in the event of a building emergency or evacuation.

The following guidelines are reflective of existing University of Cincinnati Public Safety Department and Cincinnati Fire Department policies and procedures and shall be distributed to all building occupants, as a tool for continuing personal safety.
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Components of Health Professions Building/Wherry Hall

The Health Professions Building and Wherry Hall are two separate buildings but have common floors with a shared fire alarm system. The primary fire alarm panel is located at the northwest (Near Kettering) entrance of the Health Professions Building. There is an annunciator panel located in the main entrance of Wherry Hall (southeast) stairwell. The connected buildings are monitored by a Simplex fire alarm panel and do have sprinkler systems and a fire pump. The system is outfitted with an addressable feature and can notify the building occupants that an emergency is occurring.

1. Fire Wardens

Fire Wardens are required for each Department. These individuals (or their designated backup) will be responsible for making sure each area is evacuated in the event the emergency alarm system or severe weather alert is activated. They are also responsible to account for the departmental employees and visitors who assemble at the designated rally points after evacuating the building or relocating to a safe zone. The designated Fire Wardens will be responsible to train all employees within fifteen (15) days of implementation of this safety plan. New employees must be trained on the plan within three (3) days of employment. Documentation list must be kept of all trained employees. The current Fire Wardens are listed below:

<table>
<thead>
<tr>
<th>Department</th>
<th>Building Point of Contact</th>
<th>Telephone</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharm-Academic Affairs</td>
<td>Corrine Sams</td>
<td>513-558-0059</td>
<td></td>
</tr>
</tbody>
</table>
2. Emergency Planning Committee

The mission of the Emergency Planning Committee is to assist any UC department affected by a disastrous incident to resume business functions as quickly as possible. The Emergency Planning Committee’s activities will begin as soon as it knows about the incident and preferably while the incident is being contained and mitigated. The areas it is primarily concerned with are:

- Health/Safety Issues
- Property
- Liability
- Return to operational status

The University Police Dispatch Center will notify the Emergency Planning Committee of the incident.

3. Emergency Types / Evacuation Rally Points

Fire

If you encounter smoke, fire, fire alarm activation or a report of burning odor, immediately:

- Activate the nearest fire alarm pull station.
- If possible, close all doors and windows and call 9-1-1 and activate a pull station on the way out of the building.
- Exit the building as quickly as possible, using the nearest stairwell.

**DO NOT USE THE ELEVATORS**

Occupants should take the nearest useable stairwell to the exit level out of the building to the lobby level and exit the building. The assembly locations area as follows for each department:

**Health Professions Building**

Each department should determine their assembly location away from the building. It is preferred the occupants assemble on the MSB/CARE side of the street, if safe to do so and watch for emergency responding vehicles.

- Fire Wardens will attempt to account for all employees and visitors to ensure that all are out of the building. ONLY doing so on their way out. This will NOT delay the evacuation of the Fire Warden. Report any missing employees or visitors with their last location seen, to the nearest emergency personnel.
- Await further instructions from UC Public Safety or Cincinnati Fire Department.

**Persons with Disabilities (Fire)**

Public Safety guidelines permit individuals with disabilities the option of staying in the building during an emergency situation if they are non-ambulatory, or where elevator assistance is essential for their evacuation, and they are located
either above or below the ground floor. A non disabled person should stay with the disabled to assist if necessary. The individual, or a person with them should:

- If on ground floor, exit the building as usual.
- If above, or below ground, seek a safe place- preferably a designated area of refuge (none are currently located in Health Professions Building/ Wherry Hall), or a room with an exterior window, a telephone, and a solid door.
- Telephone Emergency Dispatch (9-1-1) and advise them you are a person with a physical disability. Give your exact location – Building, Floor and Room number and the phone number you are calling from.
- The Fire Department will determine if evacuation of these occupants is necessary.

### Severe Weather

If severe weather is detected (severe thunderstorms, tornadoes etc) the campus severe weather warning system will sound, instructing all occupants to:

- Evacuate your area using either stairwell
  - Elevators may only be used by individuals with disabilities.
- Severe weather safety locations for Health Professions Building/Wherry Hall are in the hallway between rooms G37 and G49 away from windows and glass doors. The public restrooms may also be used as a shelter if they do not contain windows and are on the lower level.
- Await further instruction from Public Safety or Cincinnati Fire Department before leaving the assembly area.

### Bomb Threats / Suspicious Activities

If you receive a bomb threat, suspicious package, locate a suspicious item or see suspicious activity:

- Call 9-1-1 to report what you have found, heard or seen from a land line phone. Do not use cell phones or radios!
- Do not attempt to move or open items, or confront individuals
  - If warranted, and if possible, clear all individuals from the immediate area lock the door and exit the building using a stairwell and assemble at your department’s assembly location.

### Illness or Injury

In the event of a life threatening illness or injury:

- Call 9-1-1 and report what has happened. The UC 9-1-1 dispatcher will send emergency medical assistance as needed.
- Stay with the victim and direct someone to the front door of the building to direct emergency personnel to the injured/ill person.

# 4. Emergency Response Teams

Health Professions Building/ Wherry Hall is served by the University Police (556-1111), the Cincinnati Fire Department, Environmental Health and Safety (556-1968), University Health Services and Facilities Management
(558-2500) personnel. All immediate emergency concerns can be directed through the UC 9-1-1 Communications, by dialing 9-1-1 from any UC phone.

5. Building Hours and Security

Health Professions Building/ Wherry Hall are open to the public from **6:30 am to 8 pm**, Monday through Friday. After hours access is restricted to those with current ID badges, as approved by your Department.

6. Major Fire Hazards for Health Professions Building/ Wherry Hall

There are not any major fire hazards in Health Professions Building/ Wherry Hall. No chemicals are stored in this building.

8. Identification and Assignment of persons responsible for maintenance of systems to control and prevent fires.

The fire alarm system is maintained by the University of Cincinnati’s fire prevention and alarm technicians. The university’s facilities management maintains the building operations and housekeeping. They may be reached by the University of Cincinnati’s dispatch center at 9-1-1 or 6-111 (non emergency).